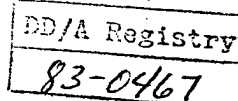



C-O-N-F-I-D-E-N-T-I-A-L



MEMORANDUM FOR: Comptroller .

ATTENTION: Chief, Budget Management Group

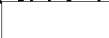
FROM:   
Budget Officer, DDA

SUBJECT: ADP Task Group Response

16 FEB 1983

25X1

DD/A REGISTRY  
FILE: 58-2

1. In response to your verbal request of 4 February 1983, I would first like to point out that generally, the ADP service to this Directorate is excellent, both in product and timeliness. We observe only a small reduction in service during periods of peak use, i.e., program call, OMB budget submission, and final close-out of fiscal year. This does not mean, however, that improvements cannot be made to what is being produced now. 

25X1

2. I would like to see the following changes that hopefully will improve the product, reduce costs, and improve service:

a. Establish a menu that will provide personnel and non-personnel services separately.

b. Eliminate "ORN Data Base Content Report." This report is not used or retained. The information is available on-line, so a hard copy is not needed.

c. Eliminate trend reports F263051RB, F236058RB, F236057RB, F200101RB, F200101RA, F236059RB, and F263051RA.

d. Eliminate data element "BUD-CN-POS" and "BUD-CN-WKYRS" if they are not used.

e. Distribute reports directly to Offices in outlying buildings that are equipped with printing capabilities. Also, investigate equipping more buildings if practical and with new building coming in FY 1987 in mind.

f. Close monthly inputs as of last day of month or as of Friday if last day is Saturday or Sunday.

25X1  
25X1

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

g. Update ICS system to GAS daily if practical. If impractical, update ICS at least weekly during the month of September.

h. Automatic link of CONIF and GAS.

i. Establish commitments into the FRS and GAS systems.

j. Establish a retrieval (B) menu to verify inputs of the A8 menu.

25X1

3. I would also like to propose that a committee be formed with at least a representative from each Directorate, the Comptroller's office, and the Office of Finance as customers to establish the priority of ADP changes to various systems. If this proposal is adopted, hopefully priority can be given to rectifying existing problems before starting the development of new non-essential changes like commitments.

25X1

25X1

DDA/MS:  (16Feb83)

2

25X1

Orig - Adse  
1 - DDA Subject  
1 - DDA Chrono  
1 - DDA/MS Subject  
1 - DDA/MS Chrono

C-O-N-F-I-D-E-N-T-I-A-L